



MEMO

To : POLICY AND PROCEDURE COMMITTEE Date: February 21, 2012
DAVID WILSON, CHAIR
GLENN STEVENS, MEMBER

From : WILLIAM G. BRENNAN
ROBIN PARKER

Subject: ANNUAL REPORT CONCERNING BOARD ADOPTED POLICIES

Over the years, the Board has adopted a wide range of policies pertaining to Board operations. While these policies do not have the force of law, they serve as guides to the Board and staff. In addition, they may be modified or waived as the Board determines appropriate. The staff has consolidated the policies into a single document for purposes of consistency and to educate new members.

The enclosed summary provides the Committee with an opportunity to review the policies and suggest changes as deemed appropriate. The changes from 2011 are noted in underline and strikeout font. The following highlights the substantive changes to the Board's policies that occurred during 2011:

- The Board amended its Parliamentary Procedures with regards debate and voting as follows:

In any order of business before the Board which requires Board action or resolution, the Board shall have the opportunity to debate the matter before taking action thereon. Debate is any spoken comment on the merits of a pending matter, whether or not a motion has been made regarding the issues raised by the agenda item. At any time during the debate on an item, any Board Member may make a motion regarding the matter. If a motion is made regarding a particular item, the President or presiding officer shall ask for a second. If there is no second, the motion dies and the Board may continue its debate. If there is a second, the President or presiding officer shall ask if there is any further discussion. If there is no further discussion, then the matter shall be voted upon. If a dispute arises as to whether debate shall continue, the issue shall be resolved by majority vote, unless there is a motion "to order the previous question," in which case an immediate vote must be taken requiring a

two-thirds majority.

- To reinforce the Board's jurisdiction and services offered by the Consumer Mediation Program an inter-agency memo will be sent to agencies the Board refers to and those that refer to the Board
- The Board appointed three Administrative Law Judges: Lonnie M. Carlson, Kymberly M. Pipkin and Victor D. Ryerson. Once these judges are trained they will added to the assignment logs.
- Judge Marybelle Archibald resigned.
- The annual report on the Board's compliance with the 1996 Performance Audit conducted by Business, Transportation and Housing Agency, and the resultant Corrective Action Plan has been made an exception report.
- The annual review of Board delegations in compliance with the 1996 Performance Audit conducted by Business, Transportation and Housing Agency has been made an exception report.

This matter is being agendized for informational purposes only and no Board action is required.

If you have any questions or require additional information, please to not hesitate to contact me at (916) 324-6197 or Robin at (916) 323-1536.

Enclosures

cc: Ramon Alvarez C.